



Mount Sinai Morningside/Mount Sinai West  
CIR House Staff

Information on Paychecks, Tax Forms and Benefits

When will I receive my first paycheck?

Hire Date	First Pay Date	Days Paid	Complete Direct Deposit
June 17	July 3	10 Days (weeks of June 17/24)	June 24
July 1	July 18	10 Days (weeks of July 1/8)	July 12
August 1	August 15	7 Days (weeks of Jul 29/Aug 5)	August 9

If you have not completed direct deposit on time the first paycheck will be a pay check. Please make every effort to complete your Direct Deposit by the date above (see instructions below).

Please note: you will be on a bi-weekly pay-cycle, with pay day on Thursday for the prior 2 weeks (ex: Thursday, July 18 pay day for weeks of July 1 and July 8; weeks of July 15 and July 22 would be included in your August 1 paycheck; etc).

Where can I see my pay checks?

To see your pay check slips you will log into **Sinai Cloud** using your Single Sign-On at <https://ejis.fa.us6.oraclecloud.com/> (use Google Chrome for best results). Attached you will find instructions for accessing your paycheck in the Cloud. For more information on your Sinai Cloud pay stub please go here:

<https://msh.careteamapp.com/uploads/Sinai-Cloud-Paystubs.pdf>

How will I sign up for direct deposit?

Within 3 days after your hire date please login to the **Sinai Cloud** at <https://ejis.fa.us6.oraclecloud.com/> (use Google Chrome for best results) and go to **Me tab>Pay tile>Payment Methods** to complete your direct deposit.

Please find further instructions here:

[https://msh.careteamapp.com/uploads/Sinai-Cloud\\_Direct-Deposit-Instructions.pdf](https://msh.careteamapp.com/uploads/Sinai-Cloud_Direct-Deposit-Instructions.pdf)

How will I complete my tax forms and update my address/emergency contacts?

Within 3 days after your hire date you will be able to complete your tax forms (W-4, IT-2104) and address change in the **Sinai Cloud** at <https://ejis.fa.us6.oraclecloud.com/> (use Google Chrome for best results) by going to the and **Me tab>Pay tile>Payment Methods>Tax Withholding** for tax forms and **Me Tab>Personal Information tile** to update your address and emergency contacts.

Please find further instructions here:

<https://msh.careteamapp.com/uploads/Sinai-Cloud-Tax-Withholding-Instructions.pdf>

[https://msh.careteamapp.com/uploads/Sinai-Cloud\\_Address-Change-Instructions.pdf](https://msh.careteamapp.com/uploads/Sinai-Cloud_Address-Change-Instructions.pdf)

Where can I find out more about my benefits?

You will meet with your CIR Lead Organizer at CIR Orientation at which time they will review our benefits.

Please make note of CIR contact information.

The MSMW CIR Lead Organizer is:

Omara Gerardo Valdez

[ogerardo-valdez@cirseiu.org](mailto:ogerardo-valdez@cirseiu.org)

For all questions pertaining to benefits:

CIR Benefits Office

520 Eighth Avenue, Suite 1200

New York, NY 10018

Ph 212.356.8180

F 212.356.8181

Web [www.cirseiu.org](http://www.cirseiu.org)

Email [benefits@cirseiu.org](mailto:benefits@cirseiu.org)

<https://www.cirseiu.org/mt-sinai-morningside/>

### **Are any benefits available to me through the Mount Sinai Health System?**

Trainees in CIR may enroll in TRIP transit, parking and short term disability (STD, through Aetna) and may open a 403(b) retirement savings plan. All of these offerings are optional.

<https://msh.careteamapp.com/uploads/Register-for-Commuter-Benefits-2022.pdf>

You may also enroll in the HealthCare Reimbursement Account (HCRA) and Dependent Care Reimbursement Account (DCRA). Contributions are made to these accounts through payroll deductions. Both of these offerings are optional.

You may contribute a minimum of \$240 and a maximum of \$3,050 annually to HCRA. Your deductions are placed on a HealthEquity debit card for your use. The full amount of the HCRA funds will be available to you once the card is activated, allowing you to pay for eligible HealthCare related expenses at the point of service. You can also submit paper or online claims at [www.healthequity.com/wageworks](http://www.healthequity.com/wageworks) for qualified HealthCare expenses.

You may contribute a maximum of \$5,000 annually to DCRA to cover dependent care expenses for children under age 13 or elder care. Highly compensated House Staff with an annual compensation of \$150,000 or more may not participate in the Dependent Care Reimbursement Account.

HCRA claims for HealthCare expenses incurred between January 1, 2024 and March 15, 2025 must be submitted to HealthEquity by March 31, 2025. DCRA claims for expenses incurred between January 1, 2024 and March 15, 2025 must be submitted to HealthEquity by March 31, 2025. Any funds remaining in your HCRA and DCRA accounts after March 31, 2025 will be forfeited.

HealthEquity administers the HealthCare Reimbursement and Dependent Care Reimbursement Accounts.

Eligible expenses are determined by the IRS. A complete listing of eligible expenses can be found at [www.healthequity.com/wageworks](http://www.healthequity.com/wageworks) or in Publication 506 located at [www.irs.gov](http://www.irs.gov).

You can only make changes to these accounts during Open Enrollment or if you have a qualifying event. To continue your accounts into 2025, you must reenroll during the annual Open Enrollment. If you have any questions regarding your HCRA and DCRA claims, please call HealthEquity at 855-692-2959.

To enroll in HCRA or DCRA accounts please use the following instructions within 30 days of your date of hire: [https://msh.careteamapp.com/uploads/Sinai-Cloud\\_Benefits-Enrollment-Instructions\\_2023.pdf](https://msh.careteamapp.com/uploads/Sinai-Cloud_Benefits-Enrollment-Instructions_2023.pdf)

### **When can I enroll in the Retirement Benefits Plan (TIAA):**

To enroll in the 403(b) Retirement Plan log on to [www.tiaa.org/mountsinai](http://www.tiaa.org/mountsinai) at least two weeks after receiving your first paycheck. Employee contributions may be as little as 1% of pay or as much as 70% of pay, but may not exceed the 2023 IRS limit of \$22,500 for those under 50 years old and \$30,000 for those age 50 years and over. There are no employer matching contributions for residents/fellows. A summary of TIAA plan information can be found here: <https://msh.careteamapp.com/uploads/TIAA-Retirement-Plan-Information.pdf>

**To find Resident-Fellow Onboarding Resources and other useful information please go the CareTeam App: <https://msh.careteamapp.com/directory>**